

# St. Joseph Catholic Church Missions Outreach

## *Online Volunteer Management Application Setup*

After evaluating various online volunteer management applications, the Missions Committee has chosen a product from **Duplie**. This application has the features that we need. In addition, their technical support team has been responsive with our feature requests. The St. Joseph Catholic Church Missions Outreach application on the Duplie Web site is reasonably intuitive. Below are steps for registering as a volunteer for our missions and setting up your volunteer/user account.

1. Using your Web browser, access this Web site:  
**<https://stjosephmissionsoutreach.duplie.com/>**
2. In the upper right hand corner, click "Register".
3. On the "Create an Account page, enter the following information:
  - Your full name - the name will be used for all volunteer correspondence.
  - Your email address - will be used for all volunteer correspondence and will serve as your User ID.
  - Re-enter the email address for verification.
  - Check the "I'm not a robot box", and select the appropriate images and click verify to indicate that you are a real person.
  - Click "Register".
4. After clicking "Register" above, a "Registration Almost Complete!" page will appear. Follow the instructions on this page:
  - You will receive a "Welcome..." email message to the email address that you entered above. Read (or Copy) the "Verify Code" in this message. Enter (or Paste) this code into the "Verify Code" box on the "Registration Almost Complete" page. (As an alternative, you can also click the "Register Now" link the email message; this will enter the verify code automatically.)
  - Then, set your password, and enter it again to confirm on the "Registration Almost Complete" page.
  - Check the "I agree to allow the email and SMS/text communication..." box. This will automatically set up your email address in your communications preferences. If you want to also receive text messages on your mobile phone, this is set up in a later step.
  - Click "Submit".
5. After submitting above, your user account page will appear. On the far left side is your profile information, such as your name, email address, birthday & "Last Login". Click on the "Edit" link. Your "Information" page will appear. Do the following on this page:

- Click on the "Phone" tab on the left side and enter your phone number. If the number is your cell phone, leave the pull down menu set to "Mobile". Otherwise, click "Home" or "Work" in the pull down menu. Then click "Add". Repeat these steps for another phone number that you wish to add.
- After adding your phone number(s), click the green "Save" link in the lower left hand corner of the page.
- Feel free to provide information in the other tabs on this page. When completed and saved, click the "Close" link on the lower left or the "X" in the upper right hand corner to close this page. (The "X" will appear as you mouse-up to this corner.)

**Note** that providing your phone number is important. You will be notified faster if events or work days are changed or cancelled. If it's a cell phone, text messages will be sent to the phone number depending how you set it up in "Permissions" below.

6. Back on your user account page, click "Settings" (the box with the wrench icon) to set up your preferences. Your "Settings" page will appear. On this page, click on "Permissions" on the left side. While scrolling down this page, select or unselect by clicking on the check boxes to set up your communications preferences. Text messaging is highly recommended for some of these items. When finished, click the green "Save" link on the bottom left corner of the page. Click the "Back" link in the upper left to return to your user account page.
7. On your user account page, click "Groups". Your "Groups" page will appear. This page contains a list of missions and outreach programs that St Joseph Church Missions Outreach currently supports. You can join one or more groups by clicking on the green "Join Group..." link on the right side of each group. Click on a group's name to read a description of the group; there is a green "Join Group..." link there as well. Follow the instructions to confirm joining a group. You can leave a given group anytime in the future by clicking on the red "Leave Group..." link. Click "Back" to return to your user account page.

**Note:** By joining a group, you will receive correspondence about activities for that specific group, such as notifications of events or volunteer work days, and about signing up for these events. These notifications will be sent to your email address and/or via a text message to your cell phone - depending on your Permissions.

When you mouse-over your name in the upper left hand corner of your user account page, a pull down menu will appear, giving you the opportunity to visit other pages associated with your account. Feel free to explore.

That's it for registering, setting up your basic preferences/permissions and choosing the groups that you may be interested in volunteering with. Soon, you will receive notifications from the group's administrator about upcoming events - giving you the opportunity to sign up to volunteer for a specific event. Contact Fred Schulze, 214-207-5320 (cell/text) or at [fredschulze@gmail.com](mailto:fredschulze@gmail.com), if you have any questions or problems.